

FORM 731 ASSEMBLY PROCEDURES

An application assembled as shown in the Assembly Format expedites, (1) processing of fees by the Mellon Bank, (2) data input and administrative review and, (3) technical review by processing staff. To insure that unnecessary processing delays are avoided, and to prevent dismissal or return of applications,

PLEASE

- Check applications for completeness and accuracy **prior** to submission.
- Submit **one originally signed and dated** copy of FCC Form 731, with **one original** of all documentation required by the applicable rules.
- Submit only the documentation specified in the specific type of application procedural and technical rules for the specific type of equipment.
- Submit a **separate, complete application for each FCC ID**.
- Include a **"List of Exhibits"** identifying all exhibits. Separate each exhibit with **tabbed** index sheets with the exhibit number or letter. See **"Assembly Format"**.
- Show the FCC ID on pages 2 and 3 of FCC Form 731, and **all attachments and exhibits** of the application. Exhibits that cannot be associated with an application will be discarded.
- Submit clear, sharp, 8 x 10-1/2 or 8-1/2 x 11 inch photographs. Photographs smaller than the stated size may be submitted, provided they show the necessary detail and **are mounted on paper of the stated size**. Photos larger than 8 x 10-1/2 or 8-1/2 x 11 inches should be cut to the stated size.
- Label **all** photographs with the subject of the photo and the FCC ID.
- Use 8 x 10-1/2 or 8-1/2 x 11 inch paper for all documentation.
- Reduce schematic diagrams **larger** than 8 x 10-1/2 inches or 8-1/2 x 11 or FOLD to the stated size.
- Secure application and all exhibits firmly before mailing or delivering to the Mellon Bank.

PLEASE DO NOT

- Submit duplicate copies of applications.
- Submit applications or exhibits in notebooks, binders, plastic document covers, folders, etc.
- Mount photos, etc. on cardboard.
- Submit documents larger than 8 x 10 1/2 or 8 1/2 x 11 inches.